



VMMC & Safdarjung Hospital,  
Ministry of Health & Family Welfare,  
Government of India, New Delhi.



**Proprietary statement:** This document contains information. It is provided to the hospital staff only. Do not share verbally or otherwise without written consent of the Medical Superintendent, VMMC & Safdarjung Hospital, New Delhi.

Document No.	TITLE		
SJH/ NABH / Policy/27	SOP on Medical Termination of Pregnancy		
<b>Effective Date:</b> 20/03/2021			
Function	Name	Designation	Signature
Prepared By	Dr. Yamini Sarwal	Member Quality Cell	
Reviewed By	Dr. K. C. Tamaria	OIC, Quality Cell	
	Dr Anjali Dabral	HOD, OBGY	
Approved By	Dr.S. V. Arya	Medical Superintendent	

**Distribution:** Quality Cell, Medical Superintendent, HOD Gynaecology, Institution website

**REVISION SUMMARY**

Version No.	Effective Date	Revision History
1.0	20/03/2021	00

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.

Document No.: SJH/ NABH / Policy/ 27

SOP on Medical Termination of Pregnancy

Document Type: **Controlled**

## 1.0 INTRODUCTION

Abortion in India is legal under various circumstances. It can be performed until <sup>20</sup>~~24~~ weeks of pregnancy. In exceptional cases, a court may allow a termination after 24 weeks.

When a woman gets a pregnancy terminated voluntarily from a service provider, it is called induced abortion. Spontaneous abortion is the loss of a woman's pregnancy before the 20th week that can be both physically and emotionally painful. In common language, it is called a miscarriage.

Till 2017, there was a dichotomous classification of abortion as safe and unsafe. Unsafe abortion was defined by WHO as "a procedure for termination of a pregnancy done by an individual who does not have the necessary training or in an environment not conforming to minimal medical standards." However, with abortion technology now becoming safer, this has been replaced by a three tier classification of safe, less safe, and least safe permitting a more nuanced description of the spectrum of varying situations that constitute unsafe abortion and the increasingly widespread substitution of dangerous, invasive methods with use of misoprostol outside the formal health system.

- Safe abortion: provided by health-care workers and with methods recommended by WHO.
- Less-safe abortion: done by trained providers using non-recommended methods or using a safe method (e.g. misoprostol) but without adequate information or support from a trained individual.
- Least-safe abortion: done by a trained provider using dangerous, invasive methods.

### **The Medical Termination of Pregnancy Act, 1971**

The Medical Termination of Pregnancy (MTP) Act, 1971 provides the legal framework for making CAC services available in India. Termination of pregnancy is permitted for a broad range of conditions up to 20 weeks of gestation as detailed below:

- When continuation of pregnancy is a risk to the life of a pregnant woman or could cause grave injury to her physical or mental health;

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/ NABH / Policy/ 27	<b>SOP on Medical Termination of Pregnancy</b>
Document Type: <b>Controlled</b>	

- When there is substantial risk that the child, if born or dead would be seriously handicapped due to physical or mental abnormalities;
- When pregnancy is caused due to rape (presumed to cause grave injury to the mental health of the woman);
- When pregnancy is caused due to failure of contraceptives used by a married woman or her husband (presumed to constitute grave injury to mental health of the woman).

The MTP Act specifies – (i) who can terminate a pregnancy; (ii) till when a pregnancy can be terminated; and (iii) where can a pregnancy be terminated. The MTP Rules and Regulations, 2003 detail training and certification requirements for a provider and facility; and provide reporting and documentation requirements for safe and legal termination of pregnancy.

## 2.0 PURPOSE

- To provide SOP on registration of patients for MTP
- To provide SOP on admission of patients for MTP
- To provide SOP on record maintenance of MTP

## 3.0 SCOPE

This policy applies to all healthcare workers (HCW) within the organization who register, admit, conduct MTP and maintain its records.

## 4.0 DEFINITION

- “Act” means the Medical Termination of Pregnancy Act, 1971 (34 of 1971)
- “Admission Register” means the register maintained under regulation 5;
- “Form” means a form appended to these regulations;
- “hospital” means a hospital established or maintained by the Central Government or the Government of Union territory ;

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/ NABH / Policy/ 27	<b>SOP on Medical Termination of Pregnancy</b>
Document Type: <b>Controlled</b>	

## 5.0 ABBREVIATION

**MTP** – Medical Termination of Pregnancy

**CMO** – Chief Medical Officer

**CDMO** – Chief District Medical Officer

**FP** – Family Planning

## 6.0 RESPONSIBILITY

Nursing staff, Physicians, Support Staff

## 7.0 PROCEDURE

### Registration:

- The women visit hospital is registered in OPD and then visit family planning clinic.
- Doctor will do initial assessment, make provision diagnosis and order investigations required.
- The family planning authorized CMO/Faculty reassess and made plan of care.
- The CMO/Faculty will obtain consent on form-II of women for medical termination of pregnancy under provisions of the MTP regulation. Annexure-I

### Admission:

- 2.1 The women's admission admitted for procedure and all the entries will be made in admission register, form-III, maintained in the family planning clinic in-charge custody. Annexure-II.
- 2.2 A serial no. will be assigned to woman as per MTP regulation. The serial number of the particular year shall be mentioning the year against the serial number, for example, serial number 1 of 2021.

VMHC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/NABH/Policy/27	<b>SOP on Medical Termination of Pregnancy</b>
Document Type: <b>Controlled</b>	

- 2.3. The serial number assigned shall only be mentioned on the all records to maintain confidentiality of MTP patients including the discharge.

### **Records and Reports.**

- 3.1 The consent given by a pregnant woman for the termination of her pregnancy, together with the certified opinion recorded and the intimation of termination of pregnancy shall be placed in an envelope which shall be sealed by the registered medical practitioner or practitioners by whom such termination of pregnancy was performed and until that envelope is sent to the Chief District Medical Officer (CDMO), South Delhi.
- 3.2. It shall be kept in the safe custody of the in-charge, family planning clinic, VMMC & Safdarjung Hospital.
- 3.3. On every envelope, the serial number assigned to the pregnant woman in the Admission Register and the name of the CMO/Faculty by whom the pregnancy was terminated.
- 3.4. This envelope shall be marked "SECRET and shall be in safe custody of the in-charge of FP Clinic.
- 3.5. A monthly statement of cases of medical termination of pregnancy to CDMO, South Delhi.
- 3.6. Admission Register shall be a secret document and the information contained therein as to the name and other particulars of the pregnant woman shall not be disclosed to any person.
- 3.7. No entry shall be made in any case-sheet, operation theater register, follow-up card or any other document or register other than the admission Register maintained.

### **8.0 REFERENCES**

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/ NABH / Policy/ 27	<b>SOP on Medical Termination of Pregnancy</b>
Document Type: <b>Controlled</b>	

- Medical Termination Of Pregnancy Regulations, 2003, Ministry of Health and Family Welfare ( Department of Family Planning ); notification, New Delhi, the 13th June April, 2003

## 9.0 VALIDITY STATEMENT

This document is valid for one year from the date of issue.

## 10.0 APPENDICES AND FORMS

- \* Annexure A: Medical Termination of Pregnanacy Regulations 2003
- \* Annexure B: Amendment Sheet
- \* Annexure C: Training log

VMHC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/ NABH / Policy/ 27	<b>SOP on Medical Termination of Pregnancy</b>
Document Type: <b>Controlled</b>	

## Annexure A

MEDICAL TERMINATION OF PREGNANCY REGULATIONS,  
2003  
MINISTRY OF HEALTH AND FAMILY WELFARE  
( Department of Family Planning )

### NOTIFICATION

New Delhi, the 13<sup>th</sup> June April, 2003

G.S.R. 486 (E) - In exercise of powers conferred by section 7 of the Medical Termination of Pregnancy Act, 1971 (34 of 1971), the Central Government hereby makes the following regulations, namely :

1. Short title, extent and commencement -
  - (1) These regulations may be called the Medical Termination of Pregnancy Regulations, 2003.
  - (2) They extend to all the Union territories.
  - (1) They shall come into force on the date of their publication in the Official Gazette.
2. Definitions - In these regulations, unless the context otherwise requires,
  - (a) "Act" means the Medical Termination of Pregnancy Act, 1971 (34 of 1971)
  - (b) "Admission Register" means the register maintained under regulation 5;
  - (c) Chief Medical Officer of the District means the Chief Medical Officer of the District by whatever name called.
  - (d) "Form" means a form appended to these regulations;
  - (e) "hospital" means a hospital established or maintained by the Central Government or the Government of Union territory ;
  - (f) "section" means a section of the Act.
3. Form of certifying opinion or opinions, -
  - (1) Where one registered medical practitioner forms or not less than two registered medical practitioners form such opinion as is referred to in sub section (2) of section 5 or 5, he or she shall certify such opinion in Form I.

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/NABH/Policy/27	SOP on Medical Termination of Pregnancy
Document Type: <b>Controlled</b>	

(2) Every registered medical practitioner who terminates any pregnancy shall, within three hours from the termination of the pregnancy certify such termination in Form I.

4. Custody of forms. -

- (1) The consent given by a pregnant woman for the termination of her pregnancy, together with the certified opinion recorded under section 3 or section 5, as the case may be and the intimation of termination of pregnancy shall be placed in an envelope which shall be sealed by the registered medical practitioner or practitioners by whom such termination of pregnancy was performed and until that envelope is sent to the head of the hospital or owner of the approved place or the Chief Medical Officer of the State, it shall be kept in the safe custody of the concerned registered medical practitioner or practitioners, as the case may be.
- (2) On every envelope referred to in sub-regulation (1), pertaining to the termination of pregnancy under section 3, there shall be noted the serial number assigned to the pregnant woman in the Admission Register and the name of the registered medical practitioner or practitioners by whom the pregnancy was terminated and such envelope shall be marked "SECRET".
- (3) Every envelope referred to in sub-regulation (2) shall be sent immediately after the termination of the pregnancy to the head of the hospital or owner of the approved place where the pregnancy was terminated.
- (4) On receipt of the envelope referred to in sub-regulation (3), the head of the hospital or owner of the approved place shall arrange to keep the same in safe custody.
- (5) Every head of the hospital or owner of the approved place shall send to the Chief Medical Officer of the State, IN form II a monthly statement of cases where medical termination of pregnancy has been done.
- (6) On every envelope referred to in sub-regulation (1), pertaining to the termination of pregnancy under section 5, there shall be noted the name and address of the registered medical practitioner by whom the pregnancy was terminated and the date on which the pregnancy was terminated and such envelope shall be marked "SECRET".

Explanation, -

The columns pertaining to the hospital or approved place and the serial number assigned to the pregnant woman in the Admission Register shall be left blank in Form I in the case of termination performed under section 5.

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/ NABH / Policy/ 27	<b>SOP on Medical Termination of Pregnancy</b>
Document Type: <b>Controlled</b>	



- (7) Where the Pregnancy is not terminated in an approved place or hospital, every envelope referred to in sub-regulation (6) shall be sent by registered post to the Chief Medical Officer of the State on the same day on which the pregnancy was terminated or on the working day next following the day on which the pregnancy was terminated :

Provided that where the pregnancy is terminated in an approved place or hospital, the procedure provided in sub-regulations (1) to (6) shall be followed.

5. Maintenance of Admission Register. -

- (1) Every head of the hospital or owner of the approved place shall maintain a register in form III for recording there in the details of the admissions of women for the termination of their pregnancies and keep such register for a period of five years from the end of the calendar year it relates to.
- (2) The entries in the Admission Register shall be made serially and a fresh serial shall be started at the commencement of each calendar year and the serial number of the particular year shall be distinguished from the serial number of other years by mentioning the year against the serial number, for example, serial number 5 of 1972 and serial number 5 of 1973 shall be mentioned as 5/1972 and 5/1973.
- (3) Admission Register shall be a secret document and the information contained therein as to the name and other particulars of the pregnant woman shall not be disclosed to any person.

6. Admission Register not to be open to inspection. -

The Admission Register shall be kept in the safe custody of the head of the hospital or owner of the approved place, or by any person authorized by such head or owner and save as otherwise provided in sub-regulation (5) of regulation 4 shall not be open for inspection by any person except under the authority of law

Provided that the registered medical practitioner on the application of an employed woman whose pregnancy has been terminated, grant a certificate for the purpose of enabling her to obtain leave from her employer :

Provided further that any such employer shall not disclose this information to any other person.

7. Entries in registers maintained in hospital or approved place. -

No entry shall be made in any case-sheet, operation theater register, follow-up card or any other document or register other than the admission Register

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/ NABH / Policy/ 27	SOP on Medical Termination of Pregnancy
Document Type: <b>Controlled</b>	

maintained at any hospital or approved place indicating therein the name of the pregnant woman and reference to the pregnant woman shall be made therein by the serial number assigned to the woman in the Admission Register.

**FORM I**  
[ See Regulation 3 ]

I \_\_\_\_\_

( Name and qualifications of the Registered Medical practitioner in block letters )

\_\_\_\_\_

( Full address of the Registered Medical practitioner )

I \_\_\_\_\_

( Name and qualifications of the Registered Medical practitioner in block letters )

\_\_\_\_\_

( Full address of the Registered Medical practitioner ) hereby certify that \*I/We am/are of opinion, formed in good faith, that it is necessary to terminate the pregnancy of

\_\_\_\_\_

( Full name of pregnant women in block letters ) resident of

\_\_\_\_\_

( Full address of pregnant women in block letters )

for the reasons given below\*\*.

\* I/We hereby give intimation that \*I/We terminated the pregnancy of the woman referred to above who bears the serial no. \_\_\_\_\_ in the Admission Register of the hospital/approved place.

Signature of the registered Medical Practitioner

Signature of the registered Medical Practitioners

Place :

Date :

\*Strike out whichever is not applicable.

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/NABH/Policy/27	SOP on Medical Termination of Pregnancy
Document Type: <b>Controlled</b>	

\*\* of the reasons specified items (i) to (v) write the one which is appropriate.

- (i) (i) in order to save the life of the pregnant women.
- (ii) (ii) in order to prevent grave injury to the physical and mental health of the pregnant women.
- (iii) (iii) in view of the substantial risk that if the child was born it would suffer from such physical or mental abnormalities as to be seriously handicapped.
- (iv) (iv) as the pregnancy is alleged by pregnant women to have been caused by rape.
- (v) (v) as the pregnancy has occurred as result of failure of any contraceptive device or methods used by married woman or her husband for the purpose of limiting the number of children

Note : Account may be taken of the pregnant women's actual or reasonably foreseeable environment in determining whether the continuance of her pregnancy would involve a grave injury to her physical or mental health.

Place :

Date :

Signature of the Registered Medical Practitioner

Signature of the Registered Medical Practitioners

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/NABH/Policy/27	SOP on Medical Termination of Pregnancy
Document Type: <b>Controlled</b>	

FORM II  
[ See Regulation 4(5) ]

1. 1. Name of the State
2. 2. Name of the Hospital/approved place
3. 3. Duration of pregnancy ( give total No. only )
  - (a) (a) Up to 12 weeks.
  - (b) (b) Between 12 - 20 weeks
4. 4. Religion of woman
  - (a) (a) Hindu
  - (b) (b) Muslim
  - (c) (c) Christian
  - (d) (d) Others
  - (e) (e) Total
5. 5. Termination with acceptance of contraception.
  - (a) (a) Sterilisation.
  - (b) (b) I.U.D.
6. 6. Reasons for termination :  
( give total number under each sub-head )
  - (a) (a) Danger to life of the pregnant woman.
  - (b) (b) Grave injury to the physical health of the pregnant woman.
  - (c) (c) Grave injury to the mental health of the pregnant woman.
  - (d) (d) Pregnancy caused by rape.
  - (e) (e) Substantial risk that if the child was born, it would suffer from such physical or mental abnormalities as to be seriously handicapped.
  - (f) (f) Failure of any contraceptive device or method.

Signature of the Officer Incharge  
with Date

VMHC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/NABH / Policy/ 27	<b>SOP on Medical Termination of Pregnancy</b>
Document Type: <b>Controlled</b>	

**FORM III**  
( See Regulation 5 )  
**ADMISSION REGISTER**

( To be destroyed on the expiry of five years from the dated of the last entry in the Register )

1	2	3	4	5	6	7
S. No.	Date of Admission	Name of the Patient	Wife/Daughter of	Age	Religion	Address

8	9	10	11	12	13	14
Duration of Pregnancy	Reasons on which Pregnancy is terminated	Date of termination of Pregnancy	Date of discharge of patient	Result and Remarks	Name of Registered Medical Practitioner (s) by who the opinion is formed	Name of Registered Medical Practitioner (s) by whom Pregnancy is terminated

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/ NABH / Policy/ 27	<b>SOP on Medical Termination of Pregnancy</b>
Document Type: <b>Controlled</b>	

**Annexure B**  
**AMENDMENT SHEET**

**VMMC & Safdarjung Hospital, New Delhi**

Sr No.	Page No.	Clause No.	Date of Amendment	Amendment Made	Reasons	Signature of Officer In-charge	Signature of Medical Superintendent
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/NABH / Policy/ 27	<b>SOP on Medical Termination of Pregnancy</b>
Document Type: <b>Controlled</b>	

Annexure C

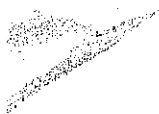
VMMC & Safdarjung Hospital, New Delhi  
**TRAINING LOG** (Contents, Deviation and Amendment)



Sr. No	Training Attendee, Designation	Place of posting	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Officer In-charge

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
Document No.: SJH/NABH / Policy/ 27	SOP on Medical Termination of Pregnancy
Document Type: Controlled	



1